



# Excel 2013: VBA Macros (2 days) Course Content

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## Course Objectives

- Understand key concepts that will be used to build custom solutions using Microsoft Excel VBA Macros.
- Become familiar with basic macro techniques for recording, writing, running, and maintaining macros.
- Understand how Visual Basic for Applications is incorporated, used, and modified in Microsoft Excel.
- Learn how to design and layout a user form and controls to create a customized dialog box to simplify data entry.
- Understand how to prepare an Excel Workbook containing macros and toolbars for deployment to other users and machines.
- Learn to customize macros with VBA source code to automate data entry tasks and enable source code protection.
- Learn to enhance source code with variables, constants, and logical operators.
- Learn to handle the three types of errors that can be generated when working with source code.
- Learn to access external data by using ActiveX Data Objects.
- Learn how to use Excel as an automation server to control Excel objects externally outside of the application.

*This course is for those who want to become familiar with Microsoft Excel Macros to create user forms, automate data entry, access external data using code or control Excel objects externally outside of the application.*

## Course Content:

### Building Solutions

Course Overview  
Solution Concepts  
Data Entry Concepts  
Macro Concepts  
Programming Concepts

### Macro Basics

Planning Macros  
Recording Macros  
Executing Macros  
Maintaining Macros

### VBA Programming Basics

Understanding Objects  
Using the Visual Basic Editor  
Understanding VBA Code  
Executing VBA Code  
VBA Help Reference

<b>VBA User Form Basics</b>	Planning User Forms Designing User Forms
<b>Deployment Basics</b>	Preparing for Deployment Code Security Adding Macros to the Quick Access Toolbar Modifying Quick Access Toolbar Buttons
<b>Customizing Macros</b>	Prompting for User Input Automating Data Entry Recording Absolute vs. Relative References Protecting VBA Source Code
<b>Enhancing VBA Code</b>	Writing Source Code Variables and Constants Writing Tips Logical Operators Flow Control
<b>Handling Errors</b>	Handling Errors Syntax Errors Logical Errors Run-Time Errors
<b>Accessing External Data</b>	External References ActiveX Data Objects Concepts Connecting to a Database Retrieving Records from a Database
<b>Excel Automation</b>	Automation Concepts Working with Object Models Excel's Object Model Automating Excel with VBScript